IT PROJECT SUMMARY

	Title	Description
1.	Project Title	Short concise title that will be the same as the title on the ITPR.
2.	Major Project Y/N	Indicate whether the project is a major IT development project. (Refer to Attachment B for Major IT Development Project definition.)
3.	Project Description	Briefly describe the project in non-technical terms. Identify the business function supported by this project. Is the project infrastructure or an application?
4.	Project Management	Provide the name of the project manager.
5.	Project Status	Provide a brief summary of the current status of the project. Is the project in development, enhancement, or operations?
6.	Project Estimated Cost	Provide the total estimated cost for the project by fiscal year and funding source (general funds, special funds, federal funds).
7.	Major Milestones	State the major milestones for the project by fiscal year. While the precise length of a project's systems life cycle may be difficult to determine, projects should generally be definable in terms of distinct, though possibly overlapping phases.
8.	Managing For Results (MFR)	Provide the agency goal or objective this project supports.
9.	List of Other Projects Impacted by this Project	Is the project impacted by or interface with other internal Agency, other MD Agencies' or other Federal, County, Municipal or Private projects? If so, • For internal Agency projects – list the title of the project. • For other MD Agency projects - list Agency and title of project. • For other Federal, County, Municipal or Private projects – list component name and title of project.